Summary Report for Individual Task
805C-42B-6117
Conduct Human Resources (HR) Planning Using Military Decision Making Process (MDMP)
Status: Approved

Condition: You are the battalion S-1 serving in a tactical environment and your unit is preparing to conduct unified land operations. As the battalion primary staff officer, you are required to conduct MDMP as a member of the staff to determine the Human Resources (HR) planning considerations and provide input to the Sustainment Annex of the battalion Operation Order (OPORD). You have access to HR enabling systems and the references on the enclosed table. Some iterations of this task should be performed in MOPP 4.

Standard: Prepare an error-free personnel estimate that supports discussion of likely courses of action (COAs) developed during MDMP and present it to the commander for their review. Produce the HR portion of the Sustainment Annex that supports the Commander's intent without error that includes, at a minimum, all critical personnel issues affecting the operation.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You unit is preparing to conduct MDMP and produce an OPORD in support of unified land operations.

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Receive the Mission

    a. Receive plans, orders, and guidance from higher headquarters or a new mission anticipated by the commander.

    b. Receive the commander's initial guidance and a decision to conduct initial planning, to include timelines. This step concludes with a warning order (WARNORD) to the staff or subordinate units.

    c. Ensure the risk management (RM) process is included as part of each phase of the operations planning process.

2. Perform Mission Analysis.

    a. Identify how the commander's intent focuses HR support efforts (should not be tied to a specific course of action).

    b. Evaluate unit and system capabilities, limitations, and employment including the ability to access voice and data systems for HR and Mission Command (MC).

    c. Evaluate organization of the unit for HR operations and how manpower allocations will be made to subordinate units.

    d. Analyze personnel strength data to determine current capabilities and project future requirements.

    e. Analyze unit strength maintenance, including monitoring, collecting, and analyzing data affecting Soldier readiness.

    f. Determine HR support and HR services available to the force (current and projected).

    g. Prepare estimates for personnel replacements requirements, based on estimated casualties, non-battle losses, and foreseeable administrative losses to include critical military occupational skill requirements.

    h. Identify command and support relationships, to include task organization.

    i. Identify resource allocation and employment synchronization of organic and supporting units.

    j. Identify current and near-term (future) execution of the planned HR support.

    k. Update the running estimate/HR planning considerations.

    l. Identify unit mission and mission of supported and supporting units.

    m. Assess postal facilities to process, store, and distribute mail.

    n. Identify location and contact information for Casualty Liaison Teams (CLTs).

    o. Identify key specified and implied HR tasks and determine which tasks are essential.

    p. Identify constraints and limitations and how they affect HR end state.

    q. Identify HR key facts and assumptions.

    r. Identify recommended Commander's Critical Information Requirements (CCIRs) and status of Essential Elements of Friendly Information (EEFI).

s. Issue/receive WARNORD update.

3. Develop Courses of Action.

    a. Develop an understanding of the concept of operation and concept of support.

    b. Provide HR planning guidance as necessary.

    c. Determining HR resources required to support each COA.

    d. Ensuring HR capabilities, strength impacts, and HR asset vulnerabilities are considered.

    e. Ensure deployment, intra-theater, transit or movement, and redeployment are considered.

    f. Ensure current and future HR operations are included in COA.

4. Perform Course of Action Analysis.

    a. Refine the status and location of all HR friendly forces.

    b. List critical HR events in war gaming.

    c. Determine how HR events will be evaluated.

    d. Determining potential decision points, branches, or sequels.

    e. Assess the results of the war gaming (from an HR perspective).

5. Refine Course of Action Comparison.

    a. Refine COAs based on war game results.

    b. Compare relative success of achieving HR success by each COA.

    c. Identify the HR advantages and disadvantages of each COA.

    d. Identify any critical areas of HR support which may impact on each COA, if any.

    e. Identify major deficiencies in manpower.

    f. Ensure the risk management process is included in COA comparison.

    g. Recommend the best COA from an HR perspective.

6. Select Course of Action Approval.

    a. Select best COA; modify as necessary.

    b. Refine the commander's intent, CCIRs, and EEFIs.

    c. Issue the WARNORD.

7. Prepare Orders.

   a. Prepare, authenticate, and distribute the Operation Plan (OPLAN) / Operation Order (OPORD).

   b. Prepare input to the Sustainment Annex including but not limited to the following items.

     (1) Personnel Readiness Management.

       (a) Personnel augmentation and manning requirements- stop-move.

       (b) Priority of fill.

       (c) Individual Soldier readiness.

       (d) Cross-leveling.

       (e) Casualty Replacement Operations.

     (2) Personnel Accountability.

       (a) System of record.

       (b) Initial manifesting / processing.

       (c) Guideline for reporting.

       (d) Accountability of contractors and other civilians.

     (3) Strength Reporting.

       (a) Timeline reporting format for Personnel Status Report (PERSTAT).

       (b) Timeline reporting format for Joint Personnel Status Report (JPERSTAT).

     (4) Essential Personnel Services (EPS).

       (a) Identification (ID) cards / tags.

       (b) Awards authority and processing.

       (c) Promotion processing.

       (d) Military pay/entitlements.

       (e) Personnel action requests.

       (f) Leaves and passes; Rest and Recuperations (R&R) guidance and allocations by subordinate units.

       (g) Evaluation reports.

(h) Line of Duty Investigations.

(i) Other EPS functions as necessary.

(5) Postal Operations.

(a) Initial restrictions.

(b) Unit addresses and supporting postal organizations.

(c) Scheduled delivery / retrograde.

(d) Casualty mail.

(6) Morale, Welfare, and Recreation (MWR) Operations.

(a) American Red Cross (ARC) support and processing procedures.

(b) In-country MWR support.

(c) Army and Air Force Exchange Service (AAFES) support.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received the Mission.			
2. Performed Mission Analysis.			
3. Developed Courses of Action.			
4. Performed Course of Action Analysis.			
5. Refined Course of Action Comparison.			
6. Selected Course of Action Approval.			
7. Prepared Orders.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	Yes	No
	ADRP 5-0	The Operations Process	Yes	No
	ATTP 1-0.1	S-1 Operations	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_ pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	FM 6-0	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None